

# FYI – For Your Information

## Trade Name Registration

### REGISTERING A TRADE NAME

All companies, businesses, partnerships, associations and individuals in Colorado using a trade name must register the name with the Colorado Secretary of State's office.

Certain Department of Revenue forms, such as the Form CR 0100 "Colorado Business Registration," have fields in which applicable trade name information should be entered.

### OTHER TRADE NAME INFORMATION

Trade name registration, renewals, inquiries, and fee collection for trade names are handled electronically through the Secretary of State's office at [www.sos.state.co.us/pubs/business/main.htm](http://www.sos.state.co.us/pubs/business/main.htm)

Other information provided by the Secretary of State pertaining to trade names are answered on their Frequently Asked Questions Web page. Information includes:

- who must register a trade name,
- trade name definition,
- trade name searches,
- registration procedures,
- changing trade name information,
- trade name renewals and fees.

**NOTE:** The Colorado Department of Revenue does not process, provide forms or handle any trade name inquiries.

Copies of trade name registration documents filed with the Department of Revenue up to May 26, 2006, can be obtained by using the Department of Revenue's "Request for Copy of Tax Returns" (Form DR 5714), available on the Department's Forms page at [www.taxcolorado.com](http://www.taxcolorado.com)

### FURTHER INFORMATION

FYIs and commonly used Department of Revenue forms are available on the Web at [www.taxcolorado.com](http://www.taxcolorado.com)

For additional tax information visit the "Tax Information Index" which covers a variety of topics including links to forms, publications, regulations, statutes and general questions and answers. The "Tax Information Index" is located at [www.taxcolorado.com](http://www.taxcolorado.com)

FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter, or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having authority to bind the Department, has not formally reviewed and/or approved these FYIs.



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